

**SUGGESTED WORKSHEET/GUIDELINE FOR REVIEWING RULE 10  
IN ACCREDITED NONPUBLIC SCHOOLS K-12**

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Accreditation and School Improvement  
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*This worksheet provides a self-check for reviewing Rule 10 dated **August 1, 2015**.  
Please read each regulation in full to determine precise requirements for your school.*

- \_\_\_003.01      Certificated Teachers
- \_\_\_003.05      Graduation requirements: \_\_\_Language Arts-40 credits \_\_\_Math-30 credits \_\_\_Science-30 credits  
                    \_\_\_Social Studies-30 credits
- \_\_\_003.06      School Year: 400/1032/1080 instructional hours
- \_\_\_003.08      Reports are submitted by due dates
- \_\_\_003.12      Pledge of Allegiance (K-12)
- \_\_\_004.01A      Board approved purposes or standards \_\_\_copy for each staff member
- \_\_\_004.01B      Adopted standards for reading, writing, mathematics, science, and social studies in accordance with Rule 10 guidelines
- \_\_\_004.01C      \_\_\_Guides/frameworks/standards for all other curriculum  
                    \_\_\_Description of the library media and guidance programs
- \_\_\_004.01D      Writing experiences incorporated in all curricular areas K-12
- \_\_\_004.01E      Educational/computer technology in instructional programs
- \_\_\_004.02A      Elementary weekly schedule includes the following: \_\_\_Reading/Language Arts \_\_\_Mathematics \_\_\_Social Studies  
                    \_\_\_Science \_\_\_Health \_\_\_P.E. \_\_\_Visual Arts \_\_\_Music
- \_\_\_004.02C      Athletic contests limitations
- \_\_\_004.03A      Middle grades includes instruction: \_\_\_Reading \_\_\_Language Arts \_\_\_Mathematics \_\_\_Social Studies \_\_\_Science  
                    \_\_\_Health \_\_\_Art \_\_\_Music \_\_\_P.E.
- \_\_\_004.03B      Career education is in the middle grades program
- \_\_\_004.03C      Interscholastic athletic limitations
- \_\_\_004.04A      High School Program provides 400 instructional units
- \_\_\_004.04B1      Language Arts - 60 instructional units
- \_\_\_004.04B2      Social Science - 40 instructional units
- \_\_\_004.04B3      Mathematics - 40 instructional units
- \_\_\_004.04B4      Science - 40 instructional units
- \_\_\_004.04B5      World Language - 20 instructional units (or 2 years of daily classes in same language)
- \_\_\_004.04B6      Career Education - 80 instructional units (or 40 units option)

- \_\_\_004.04B7 Personal Health and Physical Fitness - 20 instructional units (or 2 years of daily classes)  
(Note: Inclusion of CPR in the curriculum)
- \_\_\_004.04B8 Visual and Performing Arts - 40 instructional units \_\_\_Instrumental Music \_\_\_Vocal Music \_\_\_Visual Arts
- \_\_\_004.04D2b(e) Availability of monitor with an endorsement aligned with DL class generating instructional units
- \_\_\_005.01A Assessment according to Appendix E/Performance Reporting
- \_\_\_005.03 Student assistance process
- \_\_\_006.01A Library media area(s) available all day \_\_\_resources classified \_\_\_encyclopedia or electronic format copyrighted in past five years
- \_\_\_006.01B New library media resources: elementary, 25 (in print) per teacher up to 150 (75 if electronic format is also available) - middle or high school, 150 (print or electronic)
- \_\_\_006.01C Each middle level school - 10 periodicals (print or electronic format)
- \_\_\_006.01D Each secondary school - 25 periodicals (print or electronic format)
- \_\_\_007.01A Elementary teachers endorsed (95%)
- \_\_\_007.02A Middle grades teachers endorsed (90%)
- \_\_\_007.03A Secondary grades teachers endorsed (80%)
- \_\_\_007.04A ½ FTE media specialist endorsed or acquiring 6 hours per year
- \_\_\_007.04A1 Building library media specialist staffing
- \_\_\_007.05A Guidance counselor or clergy (system); endorsed or acquiring 6 hours per year
- \_\_\_007.05B Guidance counselor or clergy (level)
- \_\_\_007.05C Elementary guidance program (300 or more students)
- \_\_\_007.07A Staff development (at least 10 hours each year)
- \_\_\_008.02A Elementary principal or superintendent \_\_\_10+ teachers - half-time 20+ - full-time
- \_\_\_008.02B Board meetings attended by principal
- \_\_\_008.03A Middle grades principal endorsement required
- \_\_\_008.03B Middle grades principal: \_\_\_10+ teachers - half-time \_\_\_20+ - full-time
- \_\_\_008.04A Secondary principal: \_\_\_10+ teachers - half-time \_\_\_20+ teachers - full-time
- \_\_\_008.05A Head administrator has superintendent's endorsement
- \_\_\_008.05B Other administrators hold appropriate endorsements
- \_\_\_008.05C Certificates on file in school administrative office
- \_\_\_009.01A Continuous school improvement includes each five years:  
\_\_\_mission and vision statements  
\_\_\_data collection including student performance, demographics, learning climate, former high school students  
\_\_\_improvement goals (at least 1 for academic achievement)  
\_\_\_action plan with an aligned professional development plan  
\_\_\_evaluation of progress

___009.01B	External team visit each 5 years
___010.01A	Written report of performance, demographics, improvement goals
___010.01B	Policy for performance report(s)
___011.01A	Safe, healthful, and sanitary conditions in each building
___011.01B	Safety and security plan
___011.01C	Safety and security committee
___011.01D	Safety and security visit
___011.01E	Seclusion and restraints policy
___011.01F	Bullying prevention and education policy
___012.01A	Written board policies – accessible in each building
___012.01B	Policy on instructional hours (400 hours for kindergarten, 1032 for elementary, 1080 for high school (9-12))
___012.01C	Ratio (pupils to certificated staff) no more than 25 to 1
___Appendix F	School Board has an Americanism Committee to carry out § 79-724